



Susan Bass Levin  
Chairman

Marge Della Vecchia  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 6/7/06

**JOB TITLE:** Multifamily Analyst  
**SALARY:** ( R8 ) ( \$ 33,000 ) - ( \$ 46,440 )  
**DIVISION:** Multifamily Programs and Credits  
**FL STATUS:** Exempt ☒ Non-Exempt ☐  
**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Perform financial analyses of mortgage applications and develop financial feasibility strategies through the creation and use of financial analysis tools; assist Credit Officers with market evaluation and loan processing of multifamily rental housing applications; assist applicants in applying for additional funds from other potential sources; conduct site inspections in conjunction with Credit Officers and Technical Services staff; review developer/sponsor proposals for marketability and make recommendations; collect project data from Credit Officers and update various divisional charts; conduct industry and/or Agency Portfolio studies as requested; prepare accurate and complete written reports on analyses and findings; assist with assigned projects, including Special Needs projects; and perform related duties as requested.

### **MINIMUM REQUIREMENTS**

#### **1) EDUCATION:**

Two (2) year college degree; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

#### **2) EXPERIENCE / SKILLS:**

Three (3) years of related experience. Knowledge of real estate development principles, municipal land use laws, housing finance mechanisms, Federal and State housing programs and property management procedures. Must be able to cooperate and communicate effectively with customers, clients, peers and management.

Other requirements: extensive travel is required.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.**

**THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**